

**LEON COUNTY DEVELOPMENT REVIEW COMMITTEE (DRC)
SEPTEMBER 3, 2003
SUMMARY MINUTES**

DRC Members Present: David McDevitt, Development Services Director; Wayne Tedder, Land Use Supervisor, Tallahassee-Leon County Planning Department; Tony Park, Director of Public Works.

DRC Members Absent: None

Staff Members Present: Joan Schairer, Development Services Coordinator; Clay Carithers, Environmental Review Supervisor; Sandra Roper, Environmental Review Specialist.

Mr. McDevitt as Chairperson called the September 3, 2003, meeting of the Leon County Development Review Committee to order at 10:07 a.m. He explained that Ryan Culpepper, project manager, is in training this week, and Joan Schairer will present the report to the DRC.

Agenda Item 1: Williams Sand Mine - Type "C" Site and Development Plan.

Ms. Schairer gave a brief summary of the proposed sand mining operation and placement of a 672 square foot mobile office on site. The property is located in Rhodes Subdivision, which is a recorded subdivision; the zoning is Rural, and it is outside the Urban Services Area. It is located at 6329 Woodville Highway, which is a principle arterial roadway. Sand mining is an allowed use in the Rural Zoning District pursuant to Section 10-1202, and in Section 10-1111. The project requires a Type "C" site and development plan review process, which will require Board of County Commissioners approval. Electric and water will be provided by the City of Tallahassee. A septic system will be approved by the Leon County Public Health Department. The parcel size is 8.73 acres. A final Certificate of Concurrence will be issued upon approval of the site plan. The project will require a Type D Buffer Zone along the property lines adjacent to single family residential lots; and Type D Buffers are required the South and East portions of the property. The project has an approved Natural Features Inventory and an approved Environmental Impact Analysis. Parking has been provided adequately for the office building. Three parking spaces, one handicapped space, and one bicycle parking space have been provided. There are no accessory structures. Ms. Schairer pointed out that in Section 10-1111, Page 4, there is one portion that states that the setback may be reduced if approved in writing by the adjacent property owner(s) prior to site plan approval; or if the adjacent property is also used as a mining activity. Attached to the report are two letters in which the two residential property owners do not object to the setback being reduced. They agreed to a setback of fifty feet.

The Department of Growth and Environmental Management recommends approval with conditions to the Board of County Commissioners. The recommendation is based on the above referenced findings and the incorporation of the following conditions into the site and development plan:

1. A graphic scale must be shown on the site plan indicating how the refuse area will be screened.

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2. A vicinity map needs a North arrow.
3. All existing septic systems including drain fields must be shown on the site plan as required by the Health Department.
4. All regulated substances and waste must be disposed of properly as necessary by the Aquifer Protection Section.
5. The unused well must be properly abandoned by a licensed well contractor following the Northwest Florida Management guidelines.
6. A water service plan must be approved by the City of Tallahassee.

Wayne Tedder asked if the reclamation of the site is included in any of Environmental's conditions. Sandra Roper answered that reclamation is a condition that must be addressed at the time of Environmental permitting. David McDevitt asked if a financial binder to insure that the reclamation is done will be included. Sandra stated that no bond is required; it will be enforced through operating permits. Clay Carithers stated that a schedule for reclamation operations can be included in the permit.

David McDevitt suggested that the DRC make a recommendation on the hours of operation to the Board of County Commissioners as a condition of approval. Wayne Tedder agreed. An estimate on a number of years the mining operation will be active should also be included.

Clay Carithers stated that Environmental is negotiating hours of operation with the applicant. The initial proposal is Monday to Friday, 7 AM to 6 PM, Saturday, 12 Noon to 5 PM, and Sunday, no operation. David McDevitt recommended that the DRC follow these recommendations, and the other members agreed.

Wayne Tedder recommended approval of the site plan to the Board of County Commissioners subject to conditions 4, 5, and 6, and hours of operation as discussed. The applicant must submit revised site plans to Growth Management to address conditions 1, 2, and 3 before the site and development plan goes to the Board. Tentatively, the item is scheduled for the September 23, 2003, Board meeting. Tony Park seconded the motion; and it was approved unanimously.

Item No. 2: Hampton Creek Subdivision - a Type "C" Site and Development Plan.

Ms. Schairer presented a summary of the proposed 225 lot residential and three (3) nonresidential lot subdivision. She stated that 35.56 acres of the 46.28 acres would be for 168 single family attached lots and 58 single family detached lots. The three (3) nonresidential lots would be located on the remaining 10.72 acres. Ms. Schairer stated that the OR-2 (Office-Residential)

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zoning allowed the 6.24 residential density. She stated the City of Tallahassee would be the service provider for electrical, water and sewer for the proposed project. Development Services staff had three items that needed to be modified or corrected. Those were: (1) that the proposed 30 feet drainage, utility and access easement across Block B, Lots 1 and 2 be modified to read: "proposed 30 feet drainage/utility/ingress/egress easement"; (2) correct the typographical error "lauout" to read "layout" on Sheets 4 and 5; and (3) setbacks must be clearly shown on each sheet.

She stated that due to the parking in front of the proposed houses, especially those with sidewalks, the setback must be shown as 17 feet rather than 15 feet to ensure that cars did not park or overhang on the sidewalk.

Ms. Schairer stated that Environmental Compliance had several issues of concern and had recommended numerous conditions, as did Public Works. However, she stated that if the agent addressed all the issues before placement on the Board of County Commissioners (BCC) agenda, staff could recommend that the project go forward with the following conditions:

1. The site and development plan application shall be revised to provide for reciprocal ingress/egress easement between Parcel #1 and Parcel #2 of Block B and future interconnection to Mt. Sinai Road, should it be desired by the property owner(s) at some future date to construct and utilize this interconnection.
2. The site and development plan application shall be revised to create a safer design for the segment of Hampton Ridge Avenue running north to south. This may be accomplished by any number of techniques, including the following: use of narrower lanes; use of raised intersections; stop sign; deflection of lanes (at angles); provision of a median; etc. The method selected by the applicant shall require approval by the Department of Public Works.
3. The street names Hampton Place and Hampton Trail Circle are already in use in the County. These names must be changed and approved by the Development Services Addressing Section prior to final approval.
4. Prior to the Board public hearing date for this subdivision, the following changes to the site and development plan set shall be made:
 - a. Change the labeling of the area currently indicated as "Area Dedicated to Mt. Sinai Church" to "Conservation Easement" and change the hatching of this area to be consistent with the style used for the northwestern conservation easement area (see Sheets 3, 5, and 8).
 - b. Change the labeling of the area currently indicated as "Area Dedicated to Leon County" to "Ingress/Egress Easement (Dedicate to Mt. Sinai Church & Others)" (see

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Sheets 3, 5, and 8). This easement will eventually be dedicated to the church and to the relatives and descendants of persons interred in the grave sites situated within the project's property boundary.

c. Delete the note on Sheet 3 reading "Open Space Access and Privileges Provided to H.O.A. Township" and "Maintenance Shall Be Provided by Leon County".

d. Add a note to Sheet 3 generally worded as follows: "Stormwater pond SWMF #1 shall serve as the stormwater facility for future development in Block "B". This pond also serves as the stormwater facility for portions of the residential subdivision".

e. Revise line work on Sheet 3 to extend the outfall stormwater culvert from SWMF #2 all the way northward to the final project outfall structure, as indicated on Sheet 8 in the SWMF #1 plan view detail.

f. Darken the hatching for the significant slope areas in Block "A" as shown on Sheet 3.

g. Revise the far southwestern boundary of Tract "B" such that it terminates essentially in line with the centerline for the cul-de-sac at the end of Hampton Ridge Avenue (contact staff for further guidance). For the area bounded by the southern lot line of Lot 34, Block "E", the southern right-of-way/utility easement of Hampton Ridge Avenue, the western property boundary, the southern property boundary, and the revised southwestern boundary of Tract "B" (e.g., far southwest corner of site), hatch this area using the same style as used for other private drainage easements and label it as "Private Drainage Easement to H.O.A." (contact staff for further guidance). You may want to identify this new drainage easement area as a new "tract" as well. See Sheets 3 and 5.

h. Revise the "proposed energy dissipator" shown on Sheet 3 such that it is in keeping with the revised design you submitted to staff via fax on 8/25/03.

i. Revise the plan view detail of SWMF #3 shown on Sheet 8 to continue the natural buffer area around the entire pond, including the sediment sump area.

j. Delete the note on Sheet 6 and Sheet 7 reading, "Protected tree(s) within rear setbacks to be removed only if replacement tree(s) are planted with equal credit value". Such a stipulation may be impractical in some cases. This issue will be addressed further during environmental permitting.

5. Prior to the Board public hearing date for this subdivision, provide separate drawings depicting existing topography on off-site lands immediately adjacent to your project's western property boundary (from proposed Lot 17, Block E southward) and its southern property boundary (from southwest property corner eastward roughly 250 feet). This information is

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necessary to assist with documentation concerning off-site sheetflow patterns that may affect the project. Contact George Su for further guidance.

6. In addition to the information typically required, ensure that the following are provided in your future application for the environmental management permit required for this project:

- a. Tree impact plans, tree preservation plans, reforestation plans/calculations, and a tree debit/credit analysis.
- b. Copy of an approved FDOT driveway connection permit and an approved FDOT drainage connection permit.
- c. Stormwater calculations supporting the design of the drainage swales that will be maintained by the Homeowners Association.
- d. Draft Homeowners Association document (restrictive covenants). This document must include specific information addressing maintenance and management of drainage facilities and easements that will be maintained by the HOA, usage, management and maintenance of open space areas, restrictions concerning conservation easement areas and maintenance of these areas, information concerning the ingress/egress easement leading to the eastern conservation easement area, and requirements for use of roof drains and gutters for homes constructed on certain lots.
- e. Draft executed conservation easement agreement including sketch of description and legal description for the conservation easement areas (contact staff for further guidance).
- f. Draft ingress/egress easement establishing access to the eastern conservation easement area.
- g. A cultural resources protection plan addressing measures that will be taken during project construction to help avoid impacts to documented cultural resources (grave sites) and to unidentified cultural resources that may exist, as well as actions that will be taken should previously unidentified cultural resources be encountered.

7. The proposed 30 feet drainage, utility and access easement across Block B, Lots 1 and 2 should be modified to read: "Proposed 30 feet drainage/utility/ingress/egress easement."

8. Correct the typographical error "lauout" to read "layout" on Sheets 4 and 5.

9. All applicable setbacks must clearly be shown on each plan sheet.

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10. Pedestrian Access Easement not adjacent to public right-of-way should be a minimum of 15 feet wide or clearly dedicated via the appropriate notification in recorded easement to the Homeowners Association.
11. Provide a typical roadway section for proposed improvements to Mt. Sinai Road, including travel widths.
12. Note on SWMF #3 providing privileges to Homeowner's Association shall be removed from plans. SWMF's are not to include recreational areas. Also remove inconsistent statement "Tract A & B Drainage & Utility Easement" on SWMF #1 & SWMF #3.
13. Typical section provided for internal roads notes 10' utility/drainage easement. Overlapping easements are not permitted. Identify drainage uses in easements.
14. Outfall pipe appears to terminate at SWMF #1. Clarify outfall terminus.
15. Clearly identify limits of SWMF #2 & #3, including access and underground pipe to be dedicated to Leon County. The rip rap is currently shown in the southwestern corner of the site which is attached to the 15' HOA Drainage Easement; therefore, it will not be County maintained.
16. Identify use of area called out to be dedicated to Leon County adjacent to SWMF #2 at the end of Mt. Sinai Road. If this is for continued access to graves sites, call out as right-of-way.
17. Area including graves and identified as being dedicated to Mt. Sinai Church should be re-labeled to area to be dedicated to the appropriate authority at the time of plat.
18. Clearly label all existing structures, buildings, wells and septic tanks to be properly removed. Sheet 3 shows an existing well that is not labeled. The well shall be abandoned pursuant to NFWMD requirements.
19. The front building setback under *Development Datas* on the Cover Sheet should read 17 feet not 15 feet.

Ms. Schairer stated that there were 20 notices mailed with no returned responses and none returned as undeliverable.

Mr. Park stated that perhaps continuing the project would be in order to allow the applicant to address the outstanding issues. Mr. McDevitt asked Mr. Carithers if the permitting conditions could be removed as part of the DRC conditions. Mr. Carithers stated that several items could be removed which included condition #4, 7-18. Mr. Tedder stated that Conditions #1, 6, 12, 14, 16 and 17 could be removed leaving Conditions #2, 3 and 5 to remain for the BCC. After further

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discussion, however, the DRC members agreed to remove conditons #1, 4 (a)(b)(d)(3)(f)(g)(h)(i)(j), 5, 6(a)(c)(d)(e)(f)(g), 12, 14, 16, 17. Conditions remaining were: Numbers 2, 3, 4(c), 6(b), 7, 8, 9, 10, 11, 13, 15, 18, and 19.

After further discussion, Mr. Tedder moved to recommend to the BCC approval of the site and development plan with the following conditions:

1. The site and development plan application shall be revised to create a safer design for the segment of Hampton Ridge Avenue running north to south. This may be accomplished by any number of techniques, including the following: use of narrower lanes; use of raised intersections; stop sign; deflection of lanes (at angles); provision of a median; etc. The method selected by the applicant shall require approval by the Department of Public Works.
2. The street names Hampton Place and Hampton Trail Circle are already in use in the County. These names must be changed and approved by the Development Services Addressing Section prior to final approval.
3. Prior to the Board public hearing date for this subdivision, provide separate drawings depicting existing topography on off-site lands immediately adjacent to your project's western property boundary (from proposed Lot 17, Block E southward) and its southern property boundary (from southwest property corner eastward roughly 250 feet). This information is necessary to assist with documentation concerning off-site sheetflow patterns that may affect the project.

Mr. Tedder stated that before the site plan could be placed on the BCC agenda, the site and development must be revised to include, modify or address the following:

1.
 - a. Change the labeling of the area currently indicated as "Area Dedicated to Mt. Sinai Church" to "Conservation Easement" and change the hatching of this area to be consistent with the style used for the northwestern conservation easement area (see Sheets 3, 5, and 8).
 - b. Change the labeling of the area currently indicated as "Area Dedicated to Leon County" to "Ingress/Egress Easement (Dedicate to Mt. Sinai Church & Others)" (see Sheets 3, 5, and 8). This easement will eventually be dedicated to the church and to the relatives and descendants of persons interred in the grave sites situated within the project's property boundary.
 - c. Delete the note on Sheet 3 reading "Open Space Access and Privileges Provided to H.O.A. Township" and "Maintenance Shall Be Provided by Leon County".

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- d. Add a note to Sheet 3 generally worded as follows: "Stormwater pond SWMF #1 shall serve as the stormwater facility for future development in Block "B". This pond also serves as the stormwater facility for portions of the residential subdivision".
 - e. Revise line work on Sheet 3 to extend the outfall stormwater culvert from SWMF #2 all the way northward to the final project outfall structure, as indicated on Sheet 8 in the SWMF #1 plan view detail.
 - f. Darken the hatching for the significant slope areas in Block "A" as shown on Sheet 3.
 - g. Revise the far southwestern boundary of Tract "B" such that it terminates essentially in line with the centerline for the cul-de-sac at the end of Hampton Ridge Avenue (contact staff for further guidance). For the area bounded by the southern lot line of Lot 34, Block "E", the southern right-of-way/utility easement of Hampton Ridge Avenue, the western property boundary, the southern property boundary, and the revised southwestern boundary of Tract "B" (e.g., far southwest corner of site), hatch this area using the same style as used for other private drainage easements and label it as "Private Drainage Easement to H.O.A." (contact staff for further guidance). You may want to identify this new drainage easement area as a new "tract" as well. See Sheets 3 and 5.
 - h. Revise the "proposed energy dissipator" shown on Sheet 3 such that it is in keeping with the revised design you submitted to staff via fax on 8/25/03.
 - i. Revise the plan view detail of SWMF #3 shown on Sheet 8 to continue the natural buffer area around the entire pond, including the sediment sump area.
 - j. Delete the note on Sheet 6 and Sheet 7 reading, "Protected tree(s) within rear setbacks to be removed only if replacement tree(s) are planted with equal credit value". Such a stipulation may be impractical in some cases. This issue will be addressed further during environmental permitting.
- 2. The proposed 30 feet drainage, utility and access easement across Block B, Lots 1 and 2 should be modified to read: "Proposed 30 feet drainage/utility/ingress/egress easement."
 - 3. Correct the typographical error "lauout" to read "layout" on Sheets 4 and 5.
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6. Provide a typical roadway section for proposed improvements to Mt. Sinai Road, including travel widths.
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9. Clearly identify limits of SWMF #2 & #3, including access and underground pipe to be dedicated to Leon County. The rip rap is currently shown in the southwestern corner of the site which is attached to the 15' HOA Drainage Easement; therefore, it will not be County maintained.
10. Clearly label all existing structures, buildings, wells and septic tanks to be properly removed. Sheet 3 shows an existing well that is not labeled. The well shall be abandoned pursuant to NFWMD requirements.
11. The front building setback under *Development Datas* on the Cover Sheet should read 17 feet not 15 feet.

The DRC members informed the agent that the deadline for the October 14th agenda was October 1st. In order to be placed on that agenda, the agent must have the revised site and development plans to the planner with all items addressed no later than September 17th. Seconded by Mr. Park. Motion passed unanimously.

Meeting adjourned at 11:05 a.m.